

OAKS CHRISTIAN CHURCH (DISCIPLES OF CHRIST)

BY-LAWS

ARTICLE I. CHURCH YEAR

The church year shall begin January 1 of each year.

ARTICLE II. OFFICERS

A. The Elders shall:

1. be elected as needed by the congregation and shall have no set term;
2. annually and in consultation with the Senior Minister, advise the nominating committee concerning the need for potential candidates for the position of Elder and Elder Emeritus;
3. meet each year, after the annual business meeting of the congregation, to elect a Chairman of the Elders;
4. be responsible for the spiritual life of the congregation;
5. preside at the Lord's Table;
6. assist and share with the minister (s) in the conduct of pastoral and priestly functions; and
7. provide supportive counsel for the minister(s) regarding the spiritual life and development of the congregation.

B. The Deacons shall:

1. be elected as needed by the congregation for the term of two years, and be able to succeed themselves;
2. annually and in consultation with the Senior Minister, advise the nominating committee concerning the need for potential candidates for the position of Deacon and Deacon Emeritus;
3. meet each year, after the annual business meeting of the congregation, to elect a Chairman of the Deacons;
4. in cooperation with the Ministry Teams, share with the Elders in promoting the growth and spiritual welfare of the church;
5. serve at the Lord's Table during worship and be responsible for the communion service;
6. assist the Elders with visitations; and
7. assist the minister in preparation of candidates for baptism.

C. The Chairman shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. perform the functions of the principle executive officer of the church;
4. call and preside at all regular or special business meetings of the congregation and the board;
5. appoint, from the members of the General Board, a Parliamentarian who shall serve as advisor to the Chairman and the General Board on matters of parliamentary procedure and interpretation of the By-Laws.
6. be responsible for the administration of business matters of the Church;
7. have the authority to appoint special committees; and
8. serve as ex-officio member without vote on all organized groups.

D. The Vice Chairman shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. perform the duties of the office of the Chairman upon the absence, resignation, or death of the Chairman, or in any instance where the Chairman is unable to perform the duties of the office of Chairman and
4. support and assist the Chairman.

E. The Secretary shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. keep minutes of all regular or special business meetings of the congregation and the board; and
4. and perform such other duties as may be assigned.

F. The **Treasurer** shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. keep the records of all receipts and deposits in the Church accounts;
4. make authorized disbursements of Church funds;
5. make regular written reports to the General Board, and to the congregation; and
6. serve as a member of the Stewardship Ministry Team.

G. The **Financial Clerk** shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. keep records of contributions, keep an individual account of each contributor, and send out statements quarterly; and
4. serve as a member of the Stewardship Ministry Team.

H. The **Chairman** of each **Ministry Team** shall:

1. be elected by the congregation for a term of one (1) year;
2. be able to serve consecutive terms;
3. coordinate the activities of their ministry teams;
4. make regular reports to the board; and
5. prepare an annual report of the year's accomplishments, continuing programs; and operational documentation, presenting such report and recommendations, if any, to the board prior to the end of each year.

ARTICLE III: THE GENERAL BOARD

A. MEETINGS

Stated meetings of the General Board shall be held regularly each year, no less than 6 (six), beginning in January. The schedule of the meetings shall be published at the January meeting. Special meetings may be called by the chair or upon request by 10 percent of the members of the board. Notice of special meetings shall be made to the members of the Board in a timely manner. Purpose, date, time and place of the meeting shall be included in such notice.

B. SUGGESTED ORDER OF BUSINESS

Call to Order
Devotional and Prayer
Approval of Minutes
Treasurer Report
Reports
Unfinished Business
New Business
Ministers' Reports
Announcements
Benediction and Adjournment

C. QUORUM

1. A simple majority of the membership of the board shall constitute a quorum.
2. A person holding two or more offices entitled to board membership shall count as only one member for purposes of quorum.

D. VOTING

1. Board members must be present to vote.
2. A person holding two or more offices entitled to board membership shall be entitled to only one vote.
3. Committees or Ministry Teams represented by 2 or more co-chairs shall be entitled to only one vote.

E. ATTENDANCE

Members of the General Board are expected to attend all meetings.

ARTICLE IV: THE EXECUTIVE COMMITTEE

A. The Executive Committee shall:

1. Be composed of: Chairman, Vice Chairman, Secretary, Treasurer, Chairman of the Elders, Chairman of the Deacons, and the Senior Minister.
2. Be presided over by the Chairman; the agenda to be set by the Chairman, in coordination with the Senior Minister.
3. Hold a minimum of 4 meetings per year as scheduled by the Chairman the beginning of the year
4. Be responsible for oversight of the congregation and church calendar
5. Report regularly to the Board, bringing recommendations as necessary.
6. Be responsible for the review and approval of special program requests and distribution of funding from the special Program Fund.

B. The purpose of the Executive Committee shall be:

1. To continually evaluate the vision of the Church, as it is manifest through its life and ministry.
2. To discern how the direction of the Church's ministry might be more effectively and creatively realized.
3. To set goals based on that discernment.
4. To thus serve in an advisory capacity to the ministers, ministry teams and the Board.

ARTICLE V. MINISTRY TEAMS

Each Ministry Team Chair shall organize the team to implement its ministry. The team shall meet regularly and plan its general program and special events in cooperation with other Ministry Teams, Auxiliary Groups, and the Ministers. Written reports shall be filed with the Secretary at the General Board meetings.

A. WORSHIP MINISTRY

1. It shall be the purpose of this ministry to lead the membership in a meaningful and growing experience of worship in the public services and to enrich personal and family devotional life.
2. It shall be responsible for, in conjunction with the ministers, developing congregational worship experiences, with attention given to special days of the church.
3. It shall oversee communion and baptism, including preparation and supplies.
4. It shall assist in planning the musical program with the Music Director and Senior Minister.
5. It shall provide opportunities for personal devotional activities.
6. It shall be responsible for coordination and scheduling of Ushers.
7. It shall be responsible for the development of the Acolyte and Junior Deacon program.
8. It shall be responsible for the supply of Interim Minister, guest Ministers and/or speakers in the absence of the Senior Minister.

B. CHRISTIAN EDUCATION MINISTRY

1. It shall be the purpose of the ministry to develop an effective program of religious education for the entire congregation.
2. It shall be responsible for, in conjunction with the ministers, developing and administering the education ministry of the Church, including the Sunday School, youth ministry, adult study opportunities, leadership education, Vacation Bible School, distribution of Christian literature, and fostering Christian home life. It shall also cooperate with other groups of the church such as the Service Ministry in planning an education program which might benefit the entire community.
3. It shall be responsible for maintaining and equipping the Education supply closet.

C. EVANGELISM MINISTRY

1. It shall be the purpose of this Ministry to cultivate and nurture the spirit of the Great Commission* within the congregation and within the community.

***Matthew 28:19: “Go therefore and make disciples of all nations, baptizing them in the name of the Father, the son, and of the Holy Spirit.”**

2. It shall be responsible for, in conjunction with the ministers, developing and administering a year-round program of evangelism, which reaches into every age level and every phase of congregational life.
3. It shall be responsible for, in conjunction with the ministers, directing special evangelistic projects.
4. It shall be responsible for, in conjunction with the ministers, the development and coordination of a visitation program with prospective members.
5. It shall be responsible for obtaining adequate publicity for the Church relative to the worship services, Church programs, social activities of the Church and efforts of the Church to serve the entire community.

D. SERVICE MINISTRY

1. It shall be the purpose of this ministry to engender a spirit of benevolence so that the stewardship of God's gifts may be shared with others through the support of social agencies within the community, the nation and the world.
2. It shall promote and support the mission programs of the Christian Church (Disciples of Christ).
3. It shall promote and encourage participation in special mission and service projects
4. It shall formulate the Church's annual missions and benevolence budget to the end that local national and worldwide agencies may be included for support.
5. Keep records of all outreach giving and action of the Church.

E. STEWARDSHIP MINISTRY

1. It shall be the purpose of this ministry to Educate and promote within the congregation sound Biblical principles of stewardship, personal financial management and planned giving. Its goal is to help the congregation recognize God's ownership of all that we have, and consequently, our responsibility to be good stewards of what He has entrusted us with.
2. It shall be responsible for the preparation of the church budget.
3. It shall be responsible for the solicitation of pledges to fund that budget.
4. It shall be responsible for the Ray and Kathryn Weaver Reserve Account. All withdrawals from the Ray and Kathryn Weaver Reserve Account recommended by the Stewardship Ministry team require approval of the General Board.

F. FACILITIES MINISTRY

1. It shall be the purpose of this ministry to provide services necessary to maintain buildings and grounds by either volunteer help or hired services.
2. It shall have the authority to employ or terminate custodial help.
3. It shall supervise, and evaluate, all custodial help.
4. It shall supervise the lease, purchase and installation of equipment which must be installed.
5. It shall maintain adequate insurance on buildings and equipment, as may be approved by the General Board.
6. It shall oversee all requests from outside agencies for use of the buildings and/or use of equipment
7. It shall have the authority to grant or deny requests. With the approval of the General Board, it shall have the authority to levy fees to defray expenses for use of the facilities.
8. It shall recommend to the nominating committee, a candidate for Facilities Chairperson who has served for a minimum of one year on the team.
9. It shall obtain at least 3 written estimates for all major projects requiring estimated funding in excess of \$1000. The estimates should outline the scope of work to be done and should state the appropriate warranties for such work.
10. It shall request approval from the Board for funding of major projects.
11. In the case of dire emergencies, it shall have authority to make temporary repairs without benefit of prior estimates or prior General Board Approval.
12. It shall maintain a list of personnel qualified to meet various needs.

G. MEMBERSHIP MINISTRY

1. It shall be the purpose of this ministry to communicate with and nurture the entire congregation, providing a sense of fellowship to the end that each member will feel a vital part of the whole body of Christ.
2. It shall be responsible for keeping up-to-date membership information and worship service attendance records; promoting visitation projects; and supplying greeters at regular services
3. It shall be responsible for, in coordination with the Senior Minister and Elders, the orientation and assimilation of new members into the life and fellowship of the Church.
4. It shall be responsible, in conjunction with the Senior Minister and the Chairman of the Elders, for the revision and classification of the membership roll in regard to participating and non-participating members.
5. It shall report to the board current membership information, to include census, monthly addition and subtractions, baptisms and deaths.
6. The Chairman of the Membership Committee shall appoint one of the committee members to act as Church Historian. The Historian shall be responsible for gathering and preserving data pertaining to the history, life and work of the Church, and shall publish a record or accounting of the events, works and programs of the church at the conclusion of each year.

H. FELLOWSHIP MINISTRY

1. It shall be the purpose of this Ministry to provide the experience of Christian Fellowship to the end that each member may grow in community, developing a spirit of love and hospitality within the congregation, founded in a common love for Christ.
2. It shall be responsible for planning and implementing fellowship opportunities for the congregation, assigning and coordinating task teams as necessary.

ARTICLE VI: STANDING COMMITTEES

A. GIFTS AND BEQUESTS COMMITTEE

1. It shall be the purpose of this committee to oversee the receipt and, with the approval of the Board, administer the disposition of all gifts and bequests made to the church. Gifts and bequests shall be defined as any and all unsolicited, non-budgeted and non-pledged donations of either funds or properties.
2. The Gifts and Bequests Committee shall be comprised of the following members:
 - a. Senior Minister of the Church (ex-officio)
 - b. Chairman of the General Board (ex-officio)
 - c. Vice Chairman of the General Board (Chairman of this committee)
 - d. Chairman of the Elders
 - e. Chairman of the Deacons
 - f. Treasurer
 - g. One (1) Member-at-Large from the congregation to be appointed by the Chairman of the General Board to serve a term of one (1) year.
3. The Gifts and Bequests Committee shall:
 - a. Meet at least once, annually, at the beginning of the fiscal year, and thereafter as the need arises.
 - b. Follow the guidelines in Section A, 4; Policies and Procedures when considering the receipt or disposition of all donations, gifts and bequests made to the church, seeking board approval when required.
 - c. Consider the total needs of the Church when recommending specific uses to which available funds or gifts may be applied.
 - d. Educate the congregation as to the opportunities available for the giving of gifts and bequests as well as the disbursements and uses thereof.
 - e. Be responsible for recording and appropriately acknowledging bequests and gifts.
 - f. Make regular reports to the board as to the status of the various funds that are under the oversight of the committee.

4. Gifts and Bequest Policies and Procedures

a. Memorial Donations

- (1). Contributions may be made to Memorial Donations Fund in memory or honor of a particular person; however, the donor may not specifically designate, but may suggest, how the contribution is to be used. If the contribution is in the form of a check, the check should be made payable to the Oaks Christian Church and designated as a memorial donation.
- (2). No money shall be withdrawn, expended or paid out of the Memorial Donations Fund except upon the written request of the Gifts and Bequests Committee, with such requests having been approved by the General Board.

b. Kirchner Scholarship Donations

- (1). Contributions may be made to Kirchner Scholarship Fund in the interest of furthering the educational opportunities of the congregation. If the contribution is in the form of a check, the check should be made payable to the Oaks Christian Church and designated as a Kirchner Scholarship Fund donation.
- (2). Application for financial aid from the Kirchner Scholarship Fund may be requested by any church member and should be submitted in writing to the Gifts and Bequests Committee, stating the nature of the educational opportunity and the amount of funds requested. All types of opportunities for educational enrichment and associated costs shall be considered for scholarship.
- (3). No money shall be withdrawn, expended or paid out of the Kirchner Scholarship Fund except upon the written request of the Gifts and Bequests Committee, with such requests having been approved by the General Board.

c. Designated Gifts and Bequests

- (1). Monies or properties designated for a specific purpose will be accepted so far as practical.
- (2). Any designated gift or bequest which is given in connection with conditions involving new construction, alteration or changing of existing church facilities or landscape must be approved by the General Board prior to acceptance of such funds or gifts.

d. Furniture, Fixtures, Equipment, or Real Property

In the event that someone would like to give, bequest or donate to the church furniture, fixtures, equipment or other property, the committee will evaluate the usefulness and appropriateness of the donation. The recommendation to accept or reject the donation will then be submitted to the Board for its approval.

e. Undesignated Gifts and Bequests with a value of \$5,000 or less will be transferred to the General Revenue fund.

f. Undesignated Gifts or bequests with a value between \$5,001 and \$25,000 will be handled as follows:

- (1). Twenty (20%) percent will be transferred to the General Revenue Fund.
- (2). Ten (10%) percent will be designated for outreach causes. These funds shall be disbursed within six (6) months as recommended by the Service Ministry Team and approved by the General Board. They will not be considered as part of the regular budget for the purpose of computing the outreach allocation of the regular budget.
- (3). Thirty (30%) percent will be transferred to the Maintenance and Repair Account
- (4). Forty (40%) percent will be designated for either capital assets and improvements or retirement of outstanding debt(s) on the property. The funds may be accumulated and invested in interest bearing accounts, but all interest earned thereon shall be undesignated revenue.

g. Undesignated Gifts and Bequests with a value of more than \$25,000 are to be handled as follows:

- (1). \$25,000 will be disposed of in accordance with paragraph "f" above.

- (2). The balance of the funds will be designated for the retirement of outstanding debt(s) on the property to the extent that such debt exists on the date that the funds are received.
 - (3). The balance of the funds remaining after disposition under sections “g (1)” and “g (2)” above, will be given to the investment services of the Christian Church Foundation or the Board of Church Extension of the Christian Church (Disciples of Christ).
 - (4). Notwithstanding anything to the contrary, no more than twenty (20%) percent of the regular budget in any year shall be composed of funds whose sources are endowed income or bequests and gifts received pursuant to this policy. Any amount in excess shall go to outreach.
- h. In an extraordinary circumstance, such as a special need or opportunity for the church to expand it’s ministry, the bequests and gifts committee may recommend deviating from these guidelines ad hoc, which shall be allowed upon a 2/3 majority affirming vote of the General Board in regular or special meeting.

B. PERSONNEL COMMITTEE

1. The purpose of this committee will be to administer transactions related to personnel under the supervision of the Stewardship Ministry and the General Board.
2. The responsibilities of this committee shall be:
 - a. to supervise and assist all employees of the Church,
 - b. develop and maintain job descriptions,
 - c. determine employee benefit policies,
 - d. review staffing needs of the Church, and make appropriate recommendations to the Board
 - e. evaluate performance of employees,
 - f. review compensation of all personnel and submit personnel budget recommendations to the Stewardship Ministry
3. The Personnel Committee shall be comprised of the following members:
 - a. Chairman of Board
 - b. Chairman of Elders
 - c. Chairman of Stewardship Ministry
 - d. Congregational Representative, appointed by the Chairman of the General Board for a term of one year.
 - e. Treasurer.

C. PASTORAL RELATIONS COMMITTEE

1. The purpose of the Pastoral Relations Committee is to foster constructive Communication between the congregation and the Senior Minister; to implement the congregation's responsibility for the Senior Minister’s professional and personal well being as well as the well being of the Senior Minister’s family, and to develop and implement a process by which the congregation is held accountable for fulfilling its responsibilities to the Minister and by which the Minister is held accountable to the congregation for fulfilling his/her responsibilities to the congregation.
2. The committee shall be composed of five (5) members. One (1) member shall be selected from the members of the Board of Elders, two (2) members from the Diaconate, and the remaining (2) members shall be selected from the congregation without regard to the position or office such member may hold. Members will be selected by the Senior Minister and the Board Chairman jointly, and each shall serve a 3 year term. Having new members each year will provide continuity. Provided however, that a person selected to fill a vacancy shall serve the remaining term of the vacant position for which such person is selected. Provided further, that no person who has served a full three (3) year term may be eligible to serve as member of the committee until at least one (1) year shall have intervened. The committee shall select its own chairman at the beginning of each year.

3. The Chairman of the Pastoral Relations Committee shall schedule regular monthly meetings of the committee. The Senior Minister shall not be considered a member of the committee; however, because the relationship is one of full mutuality, the satisfactory functioning of the committee will require the Senior Minister's input and participation, except in the case of unusual circumstances. Because of the sensitive nature of the committee's work, the discussions that transpire within the committee shall be absolutely confidential and shall not be communicated to others by either the Senior Minister or committee members. Decisions of the committee will not normally be communicated outside the committee and when communication is necessary they will be shared only with official structures of the congregation consistent with our by-laws.
4. The committee shall:
 - a. Identify the needs and expectations of the Senior Minister.
 - b. Identify the needs and expectations of the Congregation.
 - c. Conduct an annual performance review of the Senior Minister.
 - d. Conduct an annual performance review of the Congregation.
 - e. Conduct an oral performance review of the Senior Minister.
 - f. Conduct an oral performance review of the Congregation.
5. In the event a new Senior Minister is called, the current Pastoral Relations Committee shall be disbanded and the terms of the committee members shall end. The members of the Pulpit Committee shall immediately become the new Pastoral Relations Committee. The newly formed Pastoral Relations Committee shall serve through the remainder of the calendar year that the call to the pulpit was accepted, and beginning with the new calendar year, shall continue to serve for the following term lengths: the Elder member shall serve a 3 year term, the Deacon members shall serve a 2 year term, and the congregational members shall each serve a one year term.

ARTICLE VII: SPECIAL COMMITTEES AND APPOINTMENTS

A. SPECIAL COMMITTEES

1. It may become necessary for the Chairman of the Board to appoint a Special Committee to be formed in order to complete a specific task.
2. The Board Chairman shall name the Chairman of the Special Committee and may, in some cases, also name the members of the committee.
3. The Special Committee Chairman shall make regular reports to the General Board as to the progress of the committee, but shall have no vote on the Board.
4. The Special Committee shall be relieved of its duty and disbanded upon completion of its task and final report to the Board.

B. HONORARY POSITIONS

Those who can no longer serve and whose service and consecration to the Church merits this honor may be nominated to be Elder Emeritus or Deacon Emeritus.

C. DELEGATES OR REPRESENTATIVES

The General Board may appoint a member or members as voting representatives to area, regional and general assemblies of the Christian Church (Disciples of Christ) to participate in forming the corporate judgments and/or policies of the Christian Church (Disciples of Christ).

ARTICLE VIII: AUXILIARY ORGANIZATIONS

- A. The purpose and responsibility of each of these groups shall be outlined in their own Constitution, by-laws or plan or procedure.

- B. These organizations shall cooperate with the ministry teams of the Church, not only in planning and administering the total program of the Church, but also in developing their individual programs in the best interests of the total program.
- C. Each organization shall be responsible for selecting its own leaders and advising the church office with leaders' names and other contact information.

ARTICLE IX: EMPLOYMENT AND/OR TERMINATION OF CHURCH EMPLOYEES

- A. Senior Minister employment or termination is covered in Article V, Section B of the Church Constitution. Custodial employment or termination is covered in Article V, Section F, of the Church By-Laws.
- B. Applicants for positions of Associate Ministers and/or Church Secretary shall be interviewed by the Senior Minister, Chairman and Vice Chairman of the General Board and selected applicant shall be recommended for employment to the General Board for its action.
- C. Employees not previously mentioned, shall be approved for hire by the General Board upon recommendation of the Senior Minister and the Ministry Team responsible for supervising.
- D. The General Board shall designate the proper Ministry Team, if not otherwise provided, to recommend to the Board the employment or release of employees. Final authority in these matters, except the call of the Senior Minister, resides in the General Board.
- E. All Board members shall be given written notice at least two (2) weeks prior to any Board meeting at which employment or termination of an employee is to be considered. Employment or termination shall be by a majority vote of Board members present and voting, each employee to be responsible to the General Board through the appropriate Ministry Team.
- F. A written statement covering duties and terms of employment shall be included in the minutes. The personnel Committee shall have copies of job descriptions. A copy of the statement shall also be given to the employee and included in the written notice provided for in "E" above.

ARTICLE X: FINANCIAL PROCEDURES

A. FINANCIAL ACCOUNTS

- 1. Persons serving in the offices of Chairman, Vice Chairman, Treasurer and Secretary shall be authorized signatories for the financial accounts of Oaks Christian Church.
- 2. Two authorized signatures will be required on all checks that are written for \$1000.00 or more.

B. THE BUDGET

- 1. The budget appropriation shall constitute the total amount that can be expended in any one Church year by a ministry team. Any ministry team requiring additional funds above their budget appropriation must have authorization from the General Board before committing the Church to any payments in excess of the budget allocation.
- 2. Some ministry team activities or programs include the receiving of offering or collections. Unless specifically authorized otherwise by the General Board, such funds shall be deposited in the General Fund. Such funds do not increase the budgeted appropriation of ministry teams.
- 3. Appropriations to the budget covering convention attendance are intended to cover the actual reasonable and proper expenses of the one attending the convention. Such expenses are to be itemized and the person reimbursed up to the total of the appropriation available.
- 4. At least ten percent (10%), of "budget" monthly gross receipts shall be contributed to Outreach Ministries by giving 5% to General Church Missions and 5% to local missions.

C. SOLICITATIONS, FUND RAISING AND CONTRIBUTIONS

1. No group or person of the Church shall make any Church-wide solicitation for funds without first receiving the approval of the General Board.
2. Any organization or group desiring to raise funds or receive an offering to be taken during any worship service must first have the approval of the General Board. Any such offering taken during a regular worship service must be designated for that particular purpose.
3. The regular undesignated offering in any worship service should be deposited in the Operating Fund, Insurance Escrow or Maintenance & Repair account.
4. Oaks Christian Church will recognize special offerings each year, as established by our Denomination.
5. Any church-related organization, which receives funds and/or makes contributions of any kind, shall do so in such a manner that the income and/or contributions shall be reflected in the overall program of the church. Financial reports shall be made available on request by the General Board.

D. PURCHASING

Anyone making a purchase in behalf of the Church must personally sign the receipt and/or charge ticket and indicate the department and the purpose of the purchase. The receipt/ticket should be turned in to the Church Treasurer as soon as possible for reimbursement payment. An expense voucher form should be used for all payments, both vendor and personal.

E. ANNUAL AUDIT

1. At the beginning of each fiscal year, the Chairman shall appoint an Audit Committee, consisting of at least two members, to conduct an audit of the financial records of the church.
2. The Audit Committee shall conclude the audit by the close of the first quarter of the fiscal year, and shall report their findings to the Board.

ARTICLE XI: CHURCH MEMBERSHIP

- A. The Church membership list is restricted to the use of the Church. The list may be used in support of cooperative brotherhood causes, with the approval of the General Board. The list cannot be used for commercial or other causes without the specific authority of the General Board
- B. The Christian Church (Disciples of Christ) General Office requests an annual report which shows the church membership figure categorized into participating and non-participating members. For the purposes of this report, a participating member is defined as one who has attended and/or contributed financially to the Church within the past calendar year.

ARTICLE XII: YOUTH PROGRAM POLICIES

- A. Any minor, regardless of church membership status, must have a signed release from the parent or guardian on file in the church office, prior to leaving Church grounds on any outing, activity or event sponsored by the Church.
- B. There shall be no consumption of any intoxicating substance, nor use of drugs, except for medicinal purposes, by any minor or adult on any event sponsored by Oaks Christian Church Youth program.
- C. No youth shall be allowed to drive in any vehicle on any event or activity sponsored by Oaks Christian Church Youth Program, except in case of an emergency.

ARTICLE XIII. BUILDINGS. GROUNDS. FURNITURE/EQUIPMENT. FACILITIES

A. THE CHURCH BUILDING

The Facilities Ministry has jurisdiction over the building and grounds of the Church and is charged with the operation, care and maintenance of the entire plant. It will be guided by the following policies and rules.

1. The Church sanctuary shall be used for religious ceremony only. (Exception: Church Conventions and Assemblies.)
2. There will absolutely be no smoking, eating or drinking in the Church sanctuary building.
3. There shall be no smoking in Church buildings.
4. No alcoholic beverages shall be served or consumed on the Church premises.
5. The regularly scheduled activities as shown in the Church Calendar shall have priority in the use of the Church building.
6. The use of the Church building by any group within the Church for other than regularly scheduled activities must be cleared with the church calendar. In cases of conflict or questions of availability, the Chairman of the Facilities Ministry Team shall settle the question.

B. KEYS TO THE BUILDING

The Facilities Ministry will issue keys to those persons whose activities require access to the Church at times when it would not otherwise be open. The Facilities Ministry will keep a record to those whom keys are issued.

C. GENERAL HOUSE RULES

1. No pictures, mountings or like items may be mounted or placed upon the wall of the Sanctuary or Chapel without approval of the Facilities Ministry.
2. The fastening or placing of any pictures or equipment on the walls or the ceilings in any other building must first be approved by and then supervised as the manner of fastening, by the Facilities Ministry.
3. No pictures shall be taken during any worship service without permission of the Senior Minister and Worship Ministry.
4. Protection of carpeting, etc., must be assured where lighted candles or tapers are used. In like manner care must be exercised by those using the building, to make certain not to mar or damage carpeting, floor coverings, walls, furniture or fixtures by use of "scotch" tape, nails, tacks, the careless moving of furniture, etc.

D. CHURCH EQUIPMENT/FURNITURE

1. Removal of any equipment from the Church is prohibited without first obtaining consent from the Facilities Ministry. Use of church equipment is restricted to activities in connection with Church-related programs.
2. Officers and sponsors of Church groups using facilities of the Church for social events must assume responsibility for their care. Those using the Church must restore chairs and tables and leave the area neat and in order, ready for Sunday morning services.

E. THE CHURCH ORGAN

The use of the organ by other than authorized persons must be cleared with the Worship Ministry. The use of the organ for other than Church-related functions shall require the approval of the General Board.

F. BAPTISMAL FACILITIES

It shall be the policy of the Oaks Christian Church to provide immersion baptismal facilities without cost upon request of persons desiring to be baptized into Christ, but having no immersion facilities in the church of their choice.

G. CHARGES AND RULES ON BUILDING USE FOR WEDDINGS

1. This section on rules applies to both members of Oaks Christian Church and nonmembers alike.
 - a. Two (2) weeks prior notice to use the building when janitorial services will be needed.
 - b. Notify Church Secretary to reserve dates on calendar. This should be done one (1) month prior to wedding date if possible.
 - c. The possible services must be secured by the users and are not the responsibility of the church.
 - (1) Organist - Only Oaks instrumentalists may use organ.
 - (2) Soloist
 - (3) Caterers - All caterers are responsible for putting up tables and chair and straightening hall, and for kitchen clean up.
 - (4) Floral arrangements and decorating items (including candelabra and drop sheets) for Sanctuary and Chapel or reception.
 - (5) Photographer- No photographs, still or movies shall be taken during the ceremony without permission from the minister.
 - d. Rules of Conduct:
 - (1). No rice is to be thrown. The use of birdseed is recommended in lieu of rice.
 - (2). There shall be no smoking in church buildings.
 - (3). No alcoholic beverages to be served in any church building or on church grounds.
 - (4). BREAKING OF ANY OF THE ABOVE THREE RULES REQUIRES FORFEITURE OF DEPOSIT.
2. This section which sets out the charges for use of buildings, ministerial fee, and other charges applies to non-members only with the exception of charge for janitorial fee which applies to both members and non-members. There will be no charge to members for use of buildings and no deposit shall be required of members when facilities are reserved.
 - a. Schedule of fees for NON-MEMBERS: Buildings available for weddings: Sanctuary or Chapel; Fellowship Hall; Kitchen for Reception; Dressing Rooms.

(1). Sanctuary	\$300.00
(2). Fellowship Hall	\$200.00
(3). Chapel (including janitorial fee)	\$ 25.00
(4). Janitorial Fee (for Sanctuary, Fellowship Hall)	\$100.00 EACH
(5). Staff fees	
Minister	\$200
Organist	\$100
Wedding Coordinator	\$100
 - b. No wedding will be performed without previous counseling. The Church and the minister reserve the right to refuse use of buildings and services at their Discretion
 - c. A deposit of \$500.00 is due when facilities are reserved and will be refunded upon inspection and approval of the Facilities Ministry.
 - d. Charges, which apply to active members of Oaks Christian Church, as, defined by Senior Minister and Wedding Coordinator.
 - (1). Janitor fee of \$100.00 for each building (Sanctuary and Fellowship Hall); \$5.00 for Chapel.
 - (2). No building usage fee.
 - (3). No deposit required

ARTICLE XIV: PARLIAMENTARY AUTHORITY

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern this society in all cases to which they are applicable and in which they are not inconsistent with these bylaws and in any special rules of order that this society may adopt.

ARTICLE XV. AMENDMENT TO BY-LAWS

These By-Laws may be amended by a majority vote of the members of the General Board present and voting in a regular or special meeting, provided that the proposed amendment has been submitted in writing to the membership of the General Board at least one week prior to the vote thereon.

Revised as of: May 13, 2008